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## GS Libraries Faculty Meeting Essence Notes

Lizette Cruz

*University Libraries, Georgia Southern University, [lcruz@georgiasouthern.edu](mailto:lcruz@georgiasouthern.edu)*

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## **GS Libraries Faculty Meeting**

**December 3, 2018**

### **Essence Notes**

#### **Attending:**

**Faculty Henderson Library:** Bede Mitchell, David Lowder, Jeff Mortimore, Debra Skinner, LiLi Li, Jessica Garner, Nikki Rech, Lori Gwinett, Jessica Minihan, Autumn Johnson, Tony Ard, Rebecca Hunnicutt, Clement Lau, Lisa Smith, Fred Smith, Lizette Cruz.

**Faculty Lane Library:** Douglas Frazier, Beth Burnett, Ann Fuller, Melissa Jackson, Caroline Hopkinson, Vivian Bynoe, Lauren McMillan, Kristi Smith, Judith Garrison.

#### **Consent Agenda Proposal**

Bede began the meeting by going over the Consent Agenda, which had been distributed to faculty earlier via email. The one item for review and approval on the Consent Agenda was:

EDS User Interface changes proposed by Liaison Work Team, November 12, 2018:

To be implemented during the last week of December, 2018:

1. Collapse by default the Current Search box under Refine Results in the left-hand column of the results page.
2. Replace the Georgia Southern University logo in the upper right-hand corner of the EDS user interface with the same dynamic Chat widget that appears in the upper right-hand corner of the LibGuides user interface.
3. Collapse by default the right-hand column of the results page.

Bede asked if anyone had any questions or comments. Since there were no comments or questions the item on the Consent Agenda was approved.

#### **Subscription Review**

Prior to the meeting everyone received three handouts. Debra Skinner began by addressing the first handout titled Database and Journal Package Subscriptions. This handout lists the rankings for all the databases by priority order. This list was compiled in order to provide information to faculty on the databases in light of the 10% budget redirection request from the university and the lack of year end funding. At this time no decisions have been made.

Debra then addressed the ballot handout listing journals along with cost and viewership in 2018. Debra noted that Science Direct is due this month and will be renewed for FY19. If the decision to cut Science Direct is made that will not be effective until January of 2020. When the university consolidated with Armstrong the library had to have a certain amount of spend and

was required to buy a package of specialty journals for two years. The two years are now up and there is no obligation to renew. Some have had a good amount of usage while others have not. Debra asked everyone to fill out the ballots and vote as to which journals should be renewed and which should be cut. The ballots should be returned to Debra by the end of the week.

Jessica Minihan proceeded to give the statistics on the subscription up for review: HeinOnline. After Jessica's presentation all faculty members present were given the opportunity to fill out their ballots. Ballots are to be handed in to Debra Skinner.

### **Quality Enhancement Plan: Think in Ink**

Prior to the meeting Bede had forwarded to all faculty a set of slides that described the rebranding of Georgia Southern's Quality Enhancement Plan. The slogan has changed from "Southern Eagles Write! Write! Write!" to "Think in Ink." The content of the QEP has not changed. There is a lot of interesting information in the slide show documenting improvement in student performance during the course of the QEP. If anyone has any suggestions on how the library faculty can contribute to the overall creation of a culture of writing throughout the institution please let Bede know. This will probably be the last QEP that Georgia Southern has since SACSCOC is moving away from requiring QEP's. Going forward we will not be using the term QEP. Bede asked if there were any questions or comments. There were none.

### **December 14<sup>th</sup> Library Day: Agenda**

The intent of the Library Day for December 14<sup>th</sup> is to design a business meeting that would help bring everyone in the libraries up to speed on matters such as the 10% budget redirection, and other important library items. There will also be some small group breakout sessions. The department heads will finalize that part of the agenda on Monday, December 10<sup>th</sup>. The meetings will try to start around 9 AM, depending on when the faculty and staff from Lane Library can join us, considering their commute. The meeting will run until noon. At noon we will have a luncheon. Everyone is encouraged to forward to their department head any suggestions for agenda topics to be addressed during this meeting before December 10<sup>th</sup>. Next week Bede might be sending a google doc asking everyone to indicate which small groups they are interested in attending.

### **Faculty Senate Report**

Lori announced that the faculty senate had voted on an Ad-Hoc International Committee of the Senate. It will advise, promote and facilitate faculty participation in research, scholarship, teaching, and professional development activities related to international initiatives. It will also advise international faculty and students on travel.

They are taking nominations now for three positions on Senate leadership; the president-elect, the senate secretary and the senate librarian. They would like those to be in place before

voting on the senators. They will be taking those nominations January 15<sup>th</sup> through the 22<sup>nd</sup>. January 22<sup>nd</sup> through the February 4<sup>th</sup> will be the voting period. Results of the voting will be announced on February 5<sup>th</sup>. The regular committee elections for senators and committee representatives will be in February and March. The committees that will be holding elections in February and March are: Academic Standards Committee, Faculty Development Committee, Research Service Committee, Faculty Welfare Committee, GenEd Committee, Graduate Committee, Undergraduate Committee, Libraries Committee, Planning, Budget & Facilities Committee, Senate Elections Committee and Student Success Committee. In April the committee that will hold elections are: Intellectual Property Committee, Athletics Committee, Parking & Transportation Committee, Student Government Association Liaison, Georgia Southern Cares Committee and Senate Parliamentarians. Anybody who would like to run for Parliamentarian is welcome to do so. The downside is that Parliamentarians cannot participate. This is a serving role, and you must be present but you do not really participate.

Everyone should have gotten a survey on Strategic planning. Please let Lori know if you have not received the survey. People have asked to have a class on diversity and inclusion. There is a course that addresses this issue that will be offered in the spring. A survey was also sent out from George Lewis on the issue of diversity. This survey's purpose is to take the university's temperature on the issues of diversity. Responses are anonymous, and it will close at the end of January. In January there will be a three day listening exercise with Dr. Williams on diversity. He will back again in early February. More information will be available soon.

GS did the no fee November. This was very productive. They had a lot of applications in admissions. They are trying to identify star programs to bring in more students and try to reverse the trends of declining enrollment.

The Senate Executive Committee this year has been looking over the RFI's that anyone can submit using their regular email login credentials. The RFI's go to SEC to see if that is the correct way to get that information. One item that SEC determined was not appropriate to come through them was on the replanting of the trees over in the Education parking area. They did discuss the accessibility for students with short term disabilities. It was determined that there were no resources for this. The provost did not have the information on the periodic review of administrators, but his office will be providing a schedule of the reviews. It was determined that the policy on terminal degrees standards should be determined by the individual departments. The delivery method of student ratings of instruction was also discussed. The institution wants to have all the surveys online, but some teachers find that difficult as they do not have computers in their classrooms. Not all students have a smartphone to access the surveys. There was no resolution to this item. It will be addressed again in the next meeting.

Another item addressed was the transitional tenure and promotion policy after consolidation addressing mainly those teachers who have concentrated on teaching and are now being required to do more research. The recommendation from the Welfare Committee was to give

6 years for these requirements go into effect. This also did not have a resolution, and further discussion is needed.

The Faculty Welfare Committee presented for a vote the following sections to the Faculty Handbook; section 322.02, and 322.03 which deals with statements on course requirements, class meetings and final exams. In the October meeting these were presented for a vote along with other items and they did not pass. They were reworded and at the last meeting they passed.

### **Other Campus Committee Reports**

Planning Budget & Facilities met on November 14<sup>th</sup>. Items discussed were the contractor hires. This committee was primarily an Armstrong committee that had always published a list of any payments of more than \$25,000. Now as a much larger consolidated university with three campuses we have multiply payments daily that met that criteria. This would be too extensive a list. Instead a more consolidated list was provided from the Vice President's office of ongoing projects. Another item that was addressed was the amount spent to change all of the signage after consolidation. The amount was \$19,300.00 for all three campuses, including highway signs.

Armstrong campus was having a problem with student hiring. The electronic system was not allowing the process to go through and there was an issue with PDF forms. This issue was discussed. An issue with the Learning Commons hiring and staffing at Armstrong campus was also discussed. Doug Frazier stated that they are working on that issue.

Other items discussed were 2019-2020 physical budget plans, 2019-2020 enrollment, graduation budget and costs for spring 2019, contract hires and vendors, the master plan, and the Hall of Fame Wall at the Armstrong Campus. Lori asked if anyone had any specific questions on these items. Jessica asked if we were going to get two trees for every tree removed for the new education parking lot. Lori stated yes but not right next the parking lot. Lori will try to provide a map of where the trees will be planted by the next meeting.

### **Old & New Business**

Fred brought forth an item for discussion. Fred presented the idea to hold a celebratory award ceremony for those faculty that make a large use of library resources, presenting them with a nice certificate, and inviting them to a thank you reception. During the reception they would be asked to do the library a small favor; tell one colleague about the wonderful services provided by the GS libraries. Fred then stepped out to let everyone discuss the idea.

Jessica explained where Fred's idea came from. She stated that many times faculty who appreciate the services provided by the library staff and faculty will bring over things like donuts and cookies in appreciation. They thought it would be nice to reciprocate as a way to say that the GS libraries are happy to be of service. Comparisons were made to an event that

used to be held for published faculty which is no longer held. Caroline thought this was a good idea. She offered to gather a few people at Armstrong to begin working on the idea. Jessica suggested having a session on it the 14<sup>th</sup>. Clement shared his experience with such an event at former libraries he worked at, and noted that this was a successful way to promote the library. Jeff Mortimore offered some ideas to promote this event across different areas.

### **Announcements**

Bede sent out earlier through email a Monday afternoon meeting rotation for Spring semester. Coordinators should note the dates and book WebEx's and rooms for those meetings. If any dates do not work they should look into trading dates and/or times. The next faculty meeting will not be until the first Monday in February.

Clement announced that if anyone asks about the bedbug incident from last week the response is that it has been taken care of by Knox. They checked and treated the area again on Saturday morning. Dora has submitted two work orders for cleaning the library after finals weeks and before the holiday. If everyone could send Clement a list of anything they feel needs to be cleaned he will be giving that list to the cleaning crew.

Since there was no further business the meeting was adjourned at 3:59 PM.